About The Schermerhorn & The Actors Fund Arts Center
The Actors Fund Arts Center is a state-of-the-art black box performance venue and rehearsal space located in the lobby level of The Schermerhorn in Downtown Brooklyn. The lobby is shared with residents of the building and Brooklyn Ballet. We ask that all renters be courteous of our neighbors and keep lobby noise and crowding to a minimum.

The mission of The Actors Fund Arts Center is to serve as a resource for Brooklyn-based artists and arts groups to aid in the development and sharing of their work, as well as a venue for integrating the residents of The Schermerhorn with the surrounding community through the arts.

Box Office Tips
• Please work with AFAC House Staff to ensure a proper house count. Communicate the number of tickets sold prior to house open and if the company manager requires reserved seat signage.
• Confirm the number of available seats in the theater with House Staff prior to house open and house close, and before selling the last 10 seats.
• For safety reasons, once the house is open no additional seats will be added to the space; the configuration can only be altered for ADA or safety issues. Standing Room is not allowed.
• If your show is sold out, create a “Will Call”/waiting list as walk-ups arrive. After the house closes and you communicate with House Staff to confirm the number of available seats, sell tickets to the walk-ups in the order they arrived. To ensure you have enough seats for late patrons who have already purchased tickets, we ask that you only release tickets that are confirmed “no-shows” or comps that have not been picked up.
• Late seating is at the discretion of the House Staff and will be completed between pieces/scenes.
• If ticketing staff requires WiFi, use the free Fon WiFi or ask House Staff for the AFAC WiFi password.
• An ATM (and flowers) can be found at Brooklyn Fare Supermarket on the corner of Hoyt & Schermerhorn.
• Once ticketing staff leaves the box office table, the box office will remain closed. House Managers are not allowed to process sales and will not seat guests without tickets.

Tickets for Schermerhorn Residents
As a parallel mission to offering affordable space for your performance, we also strive to make the Arts Center accessible to the residents of The Schermerhorn. To that end we ask that you provide complimentary admission to our residents, either by setting aside a limited number of tickets per performance, or by allowing residents to join a waiting list for admission at the time of house closing.

Please record the full name and apartment number of each attending resident, and return this sheet to the house manager.

Resident’s Full Name | Apartment #
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Revised 01.10.17  Performance/Event _____________  Date_________________